

To be used to request
copies of loan summary
statements from the
Finance Office.

NOTE: County or District Offices that service more than one office must prepare a separate form for each county code.

DISTRIBUTION OF COPIES : Original to Finance Office.

INSTRUCTIONS FOR PREPARATION

Item 1 — Enter today's date.

Item 2 — Enter field office mail code.

Example: 02-011

Item 3 — Enter borrower name (last name, first name, and middle initial). This item may be repeated up to 15 times.

Example: Smith, John A.

Item 4 — Enter borrower case number (2-digit state code, 3-digit county code, and 10-digit borrower identification number). This item may be repeated up to 15 times.

Example: 02-011-0683451234

Items 5 and 6 — Self-explanatory.